
**PLANS ASSOCIATED WITH ZONING, SITE PLAN,
AND APPEARANCE REVIEW APPLICATIONS**

A complete set of scaled and dimensioned drawings must be submitted in order for the applicant to be scheduled for review by the Plan Commission. Consultation with Village Staff is required prior to plan submittal. Please see the sections below for minimum submittal requirements. All plans must be legible and drawn at an appropriate scale. **Digital submittal strongly encouraged** (reproduction and scanning fees may apply to plans submitted on paper). Digital submittal at <http://vow.wheelingil.gov/uploads/upload.asp> or by following links from Planning & Zoning application page.

Project Name: _____

Basic description of project: _____
(i.e., Addition to existing building)

Address: _____ Zoning District: _____

Scope of Project (select all that apply, submit relevant plans as noted on following pages)

Site plan changes
*New buildings, additions, parking lots,
detention areas, trash enclosures, berms, etc.*

Interior changes
Floor plan, seating plans, review of required parking, etc.

Landscaping changes

Building Appearance
New buildings, additions, accessory buildings, etc.

Lighting changes (exterior only)

Signage changes (see Form A7)

Other: _____

Project Overview and Property Information

Existing Conditions

Summary of Proposal

Land use overall: _____

Future land use: _____

Land use - unit: _____

Building size (note changes): _____

Property size: _____

Number of dwelling units: _____

Building size: _____

Parking stalls (total): _____

Size of subject unit: _____

Related zoning actions (i.e., variations, Special Use):

Parking stalls (total): _____

Basic Plan Review Submittal (Required for All Plan Submittals)

- Application forms (A1, A2 at minimum)
- Plat of Survey (current)
- Project Description Letter

Important: Describe project in detail. Include overview of proposal, background of business, and operational details such as hours of operation, number of employees, number of seats, number of on-site vehicles, and relevant information about the nature of the proposed land use. Letters lacking sufficient detail may result in revisions required by Staff or a continuation / postponement of the public review.

Site Plan Review Submittal

Clearly illustrate all aspects of proposal. Provide separate sheets for existing and proposed conditions if needed. Include additional plans as noted below if proposal includes features such as landscaping, lighting, grading changes. (provide separate sheets for existing and proposed if needed). For additional information see Title 19, Zoning, of the Wheeling Municipal Code, Chapter 12, Site Plan and Building Appearance Approval Requirements.

- Property lines
 - Scale and dimensions
 - Building footprints (existing/proposed)
 - Parking areas (stalls / aisles)
 - Other features
Sidewalks, trash enclosures, berms, signs, open storage areas, detention areas, etc.
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Landscape Plan Review Submittal

For complete requirements see Title 19, Zoning, of the Wheeling Municipal Code, Chapter 12, Site Plan and Building Appearance Approval Requirements.

- Plan showing location of landscape area(s)
 - Plant list (include quantity and size)
 - Irrigation locations (required unless waived)
 - Sight line details
 - Existing landscaping to remain
 - Other features related to landscaping
Berms, ponds, decorative walls, etc.
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Civil Engineering Plans for Site Plan Review Submittal

For complete requirements see Title 19 and Title 17 of the Wheeling Municipal Code ("preliminary engineering plans")

- Grading (existing / proposed topography)
 - Utility locations and sizes
 - Turning radius diagram (typical vehicle / emergency vehicle)
 - Other features related to site engineering
Exterior grease basins, curb cuts, etc.
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Subdivision Review Submittal

For complete requirements see Title 19 and Title 17 of the Wheeling Municipal Code ("preliminary engineering plans")

- Preliminary engineering (see above)
- Preliminary Plat (see Title 17 for requirements)
- Application A9 (subdivisions)

Building Appearance Review Submittal

- Scale and dimensions
- Label each elevation by direction (north, etc.)
- Roof heights (eave/ridge, cornice, deck)
- Mechanical locations / screening
May require sight line diagram
- Clearly indicate materials / colors proposed
- Material samples required for all major exterior features
- Label and describe other features:
Glass, downspouts, utility meters, lights, sign locations, etc.

Lighting Plan Submittal

- Plan showing location of all exterior lights
Label each type clearly.
- Fixture specification sheet for each style
- Photometric plan with footcandle levels
- Details relevant to review
Bulb type, fixture angle, shields, etc.
- Mounting height details

Floor Plan submittal

Restaurants, day cares, schools, training facilities, and other projects that involve confirmation of parking requirements

- Scale and dimension
- Walls, exits, restrooms, mechanical rooms
- Restaurants: include kitchen equipment diagram
Consultation with Health Officer is required
- Seating diagram, machinery diagrams
- Clearly indicate existing and proposed conditions

Accessory Structures & Miscellaneous Features

- Fences & walls
Plan view: property lines, fence locations
Elevation view: materials, height, post depth, etc.
Gate details: posts, mounting, dimensions, etc.
- Accessory structures
Plan view: property lines, primary structure location
Elevation view: materials, colors, etc.
- Generators
Plan view: property lines, structures, screening
Elevation view: materials, color, height, screening, etc.

Supporting Documents (as required during Staff consultation or during public review)

- Traffic study
- Environmental reports
- Permit submittals for outside agencies
FAA review, MWRD, IDOT, etc.
- N. Cook County Soil & Water Conservation Form
Copy of form submitted (waived for <1 acre)